

~~CONFIDENTIAL~~

Approved For Release 2005/11/17 : CIA-RDP58-00039A000500030036-6

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 2 May 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 24 April - 1 May

25X1 1. [redacted] of Management Staff brought his suggested changes in the proposed Finance Handbook to this office for discussion. These suggestions were reviewed by this staff and will be brought up in a meeting, 25X1 2 May, with [redacted] and Mr. Tom Karamessines before reproduction.

25X1 2. [redacted] has completed his editing of the Basic Tradecraft Manual. Suggested changes were discussed with [redacted] and for the most 25X1 part they were acceptable. [redacted] contributions which include the title have enhanced the potential training value of the book considerably.

25X1 3. The first Cable Refresher for DDS was presented 1 May for Finance and Audit people. This first session progressed quite well and following courses will reflect improvement. [redacted] felt that the people learned a great deal and their interest was evidenced by good participation. A copy of the schedule is attached.

25X1 4. Operations Support #20 ended on Friday, 27 April. It is interesting to note that the individual attention, made possible by a smaller enrollment, reflected an overall high average.

25X1 5. [redacted] was contacted for verification of the proposed merger of Plans and Operations Divisions of the FI Staff. While this plan 25X1 is commonly known, [redacted] said the notice has not been published yet and, suggested that I check with him later.

25X1 6. [redacted] A&E, and [redacted] Agency Consultant on 25X1 testing, met with [redacted] and discussed the merits of the tradecraft film tests used in Operations Support. Both men liked this testing approach. 25X1 [redacted] is scheduled to take the tests sometime this week and more profitable discussions can then result.

25X1 7. [redacted] was briefed on DDP organization and our background materials were given him for study. This is in preparation for his coming lectures in BOC.

25X1 8. [redacted] was given Intelligence background materials formerly used by this staff for his use in writing a new lecture for BOC.

25X1

25X1

25X1

25X1

Approved For Release 2005/11/17 : CIA-RDP58-00039A000500030036-6

~~CONFIDENTIAL~~